

PUBLIC NOTICE OF APPLICATION FOR SHORT-TERM LET LICENCE

The Civic Government (Scotland) Act 1982 (Licensing of Short-term Lets) Order 2022 and Amendment Order 2024

Short-term Let Application Details:

Application Type: Please confirm if: New / Renewal or Provisional	
Type of licence applied for: Please confirm from the list below: Home Sharing / Home Letting / Secondary Letting / Home Sharing & Home Letting	
Date Short-term Let Application Lodged with Fife Council	

Short-term Let Applicant Details:

Title	First Name	Surname
Applicant Address		

Has applied to **Fife Council** for a Short-term let licence.

Short-term Let Property Details:

Short-term Let Property Address and Postcode
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Day-to-day manager / agent details (If different from applicant)

Title	First Name	Surname
Address		

Representations

Representations about the application may be made by any member of the public. Representations must:

- be in writing
- specify the grounds of the objection and / or the nature of the representation
- set out the name and address of the person making it
- must be signed by the person, or on their behalf; and
- be made within 28 days of public notice of the application being given

Copies of any representations will be given to the applicant. If a representation is made to the Licencing Authority after this date but before a final decision is taken on the application, then the Licensing Authority may consider the late representation if it is satisfied that it was reasonable for the representation to have been made after the deadline.

Date of Public Notice		Closing Date for Representations	
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Representations should be sent by post or email to Fife Council:

Post: Short-term Lets, Housing Services, Fife House (3rd Floor), Glenrothes, KY7 5LT

Email: shorttermlets@fife.gov.uk

- This notice must be displayed on or near the short-term let property in a position where it can be easily read by the public.
- This notice must be displayed for a period of 21 days from the date the application was lodged with the Licensing Authority.
- After the notice has been displayed for 21 days, a certificate of compliance must be completed and the whole notice returned to the Licensing Authority at the address above, alternatively confirmation of display can be submitted in writing and signed, together with full applicant and property details.